

# Equal Pay Registration



Illinois Department of Labor

## Contact

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# Login Page

## 1 Creating an Illinois Public ID Account

- You will need to create an Illinois Public ID Account.
- To create an Illinois Public ID Account click <https://www2.illinois.gov/sites/accounts/Pages/default.aspx>
- Click "Create a new Account" and complete the registration form.
- Once your account is created, continue with the instructions below

## 2 Equal Pay Act Registration Portal

- After your Illinois Public ID Account is created you can access the Equal Pay Act Registration portal using the URL: <https://webapps.illinois.gov/DOL/EPRC/>
- After clicking the link above, select "Public Account" and login using the username/password you just created.

## ILLINOIS.gov Authentication Portal

Sign in with one of these accounts



Public Account



Partner Account



Employee Account

# User Registration – First Time Only

All fields marked with asterisk(\*) are required

**First Name\*** : Your full first name

**Last Name\*** : Your full last name

**Email\*** : Primary email address for contacting you

**Phone Number\*** : Primary phone number for contacting you



## Equal Pay Act Registration

 Powers, Alexander M. ▾

First Name\*

Last Name\*

Email\*

Phone Number\*

Submit

# Add a Business

Only pops up on first log in. Can also be accessed through Business Information page.

All fields marked with asterisk(\*) are required

**Employer Identification Number\*** : EIN issued by the IRS

After entering the EIN, click outside the box to proceed



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## Equal Pay Act Registration

Powers, Alexander M. ▾

Please enter your 9 digit Employer Identification number (EIN).

If your EIN has already been established in our system, we will provide you the ability to request access.

Employer Identification Number\*

# Add a Business

All fields marked with asterisk(\*) are required

**Employer Identification Number\*** : EIN issued by the IRS

**Business Name\*** : Legal name on file with the IRS

**Address Line 1\*** : Street address of business headquarters

**Address Line 2:** Second line of street address *if necessary*

**City, State, Zip Code\*** : City, state, zip code of the business headquarters



## Equal Pay Act Registration

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Please enter your 9 digit Employer Identification number (EIN).

If your EIN has already been established in our system, we will provide you the ability to request access.

Employer Identification Number\*

123456789

Business Name\*

Address Line 1\*

Address Line 2

City\*, State\*, Zip Code\*


IL ▾

Submit

# Add a Business

This screen appears if the business has already been registered.

Click submit and the user that registered the business will receive an email requesting access



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## Equal Pay Act Registration

Powers, Alexander M. ▾

**Please enter your 9 digit Employer Identification number (EIN).**

If your EIN has already been established in our system, we will provide you the ability to request access.

Employer Identification Number\*

That One Guy LLC has already been registered with us. Please click the submit button below to request access from the primary user.

Submit

# Home Page

New Submission –  
Submit a new application  
for an EPRC certificate

Business Information –  
Review businesses that  
you have access to and  
add new businesses

Submission History –  
View all submissions  
previously submitted for  
your business

Profile Information –  
Edit your name, email, &  
phone number



## Equal Pay Act Registration

👤 Powers, Alexander M. ▾

Home

Business Information

Submission History

Profile Information

### 820 ILCS 112/11

Sec. 11. Equal pay registration certificate requirements; application.

For the purposes of this Section 11 only, "business" means any private employer who has more than 100 employees in the State of Illinois, and does not include the State of Illinois or any political subdivision, municipal corporation, or other governmental unit or agency.

(a) A business must obtain an equal pay registration certificate from the Department or certify in writing that it is exempt.

(b) Any business subject to the requirements of this Section that is authorized to transact business in this State on the effective date of this amendatory Act of the 101st General Assembly must obtain an equal pay registration certificate within 3 years after the effective date of this amendatory Act of the 101st General Assembly and must recertify every 2 years thereafter. Any business subject to the requirements of this Section that is authorized to transact business in this State after the effective date of this amendatory Act of the 101st General Assembly must obtain an equal pay registration certificate within 3 years of commencing business operations and must recertify every 2 years

Learn more

New Submission

# Business Information Page

Each business will start with its information expanded for easy viewing.

Click on a business name to collapse the information if you'd like it out of the way.

Click Add Business to register an additional business to your account. (see slide 4)



## Equal Pay Act Registration

- Home
- Business Information
- Submission History
- Profile Information

### Fellowship of the Things

Last 4 of EIN:XX-XXX6178

Address:900 S Spring St  
Springfield, IL 62704

#### User Access

Name	Email	Access
Alec Powers	alexander.m.powers@illinois.gov	Primary

### That One Guy LLC

Add Business



# Submission History Page

Allows review of all submissions the user has ever started.

Click view to review the information in the submission.

Clicking view **DOES NOT** allow you to edit a submission. Return to the Home page to continue working on a drafted submission.



## Equal Pay Act Registration

 Powers, Alexander M. ▾

Home

Business Information

Submission History

Profile Information

### Submission History

Show  entries

Submission Date	Submission Status	Business Name	FEIN	
2/4/2022 8:36:43 AM	Pending	That One Guy LLC	123456789	<a href="#">View</a>
	Drafted	Fellowship of the Things	213456178	<a href="#">View</a>
	Drafted	That One Guy LLC	123456789	<a href="#">View</a>

Showing 1 to 3 of 3 entries

Previous  Next

# Profile Information Page

Page will auto populate with your current information.

Make any necessary edits and click Save to update the information



Illinois Department of  
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## Equal Pay

Home  
Business Information  
Submission History  
**Profile Information**

### Profile

First Name\*  
Alec

Last Name\*  
Powers

Email\*  
-

Phone Number\*  
-

Save

# Confirm Business

If business information is correct, click Confirm to continue application

If you are submitting for a different business, you will need to add that business through the Business Information page



Equal Pay Act Registration

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Business Name:	That One Guy LLC
Last 4 of EIN:	XX-XXX6789
Address:	4510 castle pines springfield, IL 62711

Confirm

If this is the correct business, please click confirm above to continue your submission. If this submission is for another business, please return to your profile and request access for that business.

# Select Business

If you have multiple businesses, select the one for which you are submitting the application

If you are submitting for a business not listed, you will need to add that business through the Business Information page



## Equal Pay Act Registration

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Please select the business for which you'd like to file.

Business Name	Last 4 of EIN
Fellowship of the Things	XX-XXX6178 <a href="#">Select</a>
That One Guy LLC	XX-XXX6789 <a href="#">Select</a>

If this submission is for a business not listed above, please return to your profile and request access for that business.

# Add Employees

All fields marked with asterisk(\*) are required

**First Name\*** : Employee first name

**Last Name\*** : Employee last name

**Last 4 of SSN\*** : Final 4 digits of employee SSN

**Gender\***: Employee gender

**Race\***: Employee race

**Ethnicity\***: Employee ethnicity

**Wages\*** : Wages paid in previous calendar year, rounded to nearest hundredth dollar

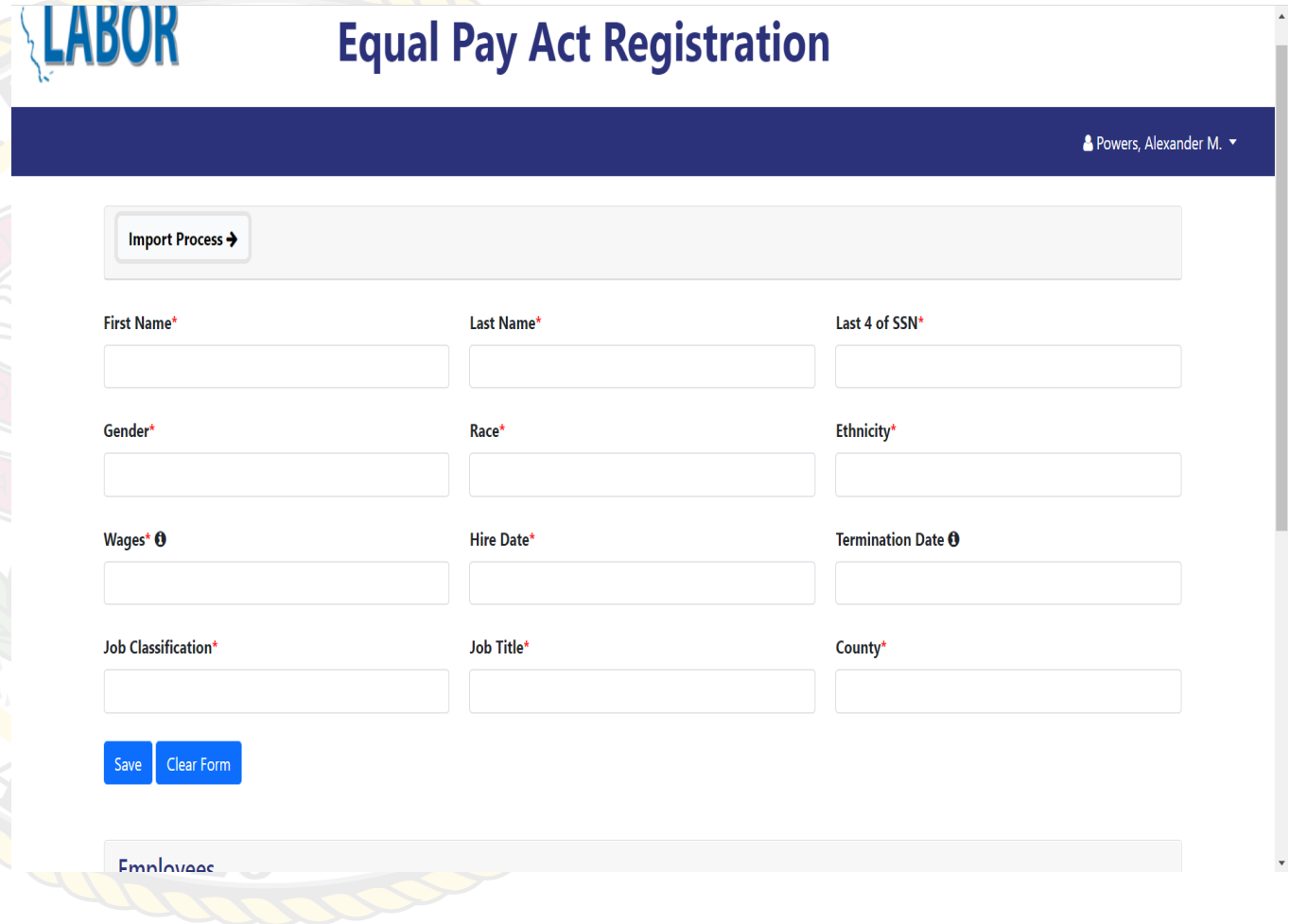
**Hire Date\***: Date employee started in this position

**Termination Date**: Date employee stopped working in this position, for any reason (resignation, promotion, etc)

**Job Classification\***: EEO-1 Job Classification for employee's position

**Job Title\***: Payroll title for employee's position

**County\***: Illinois county in which employee performs the majority of their work



**LABOR** Equal Pay Act Registration

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Import Process →

First Name*	Last Name*	Last 4 of SSN*
<input type="text"/>	<input type="text"/>	<input type="text"/>
Gender*	Race*	Ethnicity*
<input type="text"/>	<input type="text"/>	<input type="text"/>
Wages* ⓘ	Hire Date*	Termination Date ⓘ
<input type="text"/>	<input type="text"/>	<input type="text"/>
Job Classification*	Job Title*	County*
<input type="text"/>	<input type="text"/>	<input type="text"/>

Save Clear Form


Employees

# Full Import Process

The full import process allows you to upload all of the required fields with a CSV file. You can download the template.

**Requirements:**

- 1. CSV File
- 2. Follow Template's Column Names
- 3. Data in appropriate format  
(See Template)



Equal Pay Act Registration

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Import Process →

In order to properly import all of the employee data, you need to follow a very specific format. The file must be a .CSV file. To ensure you are using the proper format, please download the template.

Download

To ensure data integrity, please make sure all columns are present. When you use the Excel template, provided in the download, save it as a CSV before attempting an upload. The columns have dropdowns for specific fields, for data validation, that help those who manually enter the data.

Import File

Choose File

No file chosen

Upload


First Name\*

Last Name\*

Last 4 of SSN\*

	A	B	C	D	E	F	G	H	I	J	K	L
1	FirstName	LastName	SSN	Gender	Race	Ethnicity	Wages	HireDate	TerminationDate	JobClassification	JobTitle	County
2			Last 4 Digits Only	F	American Indian or Alaskan Native	Hispanic or Latino	Round to nearest hundred dollars	12/1/2020	12/1/2020	Executive/Senior Level Official or Manager		

# Saved Employee Details

- 1 At the end of the page, we can see the saved employee details
- 2 Click on  to edit or view the employee details
- 3 Click on Continue to Next Step to proceed

Job Classification\*

Job Title\*





+ County\*

Save

Clear Form

Continue to Next Step

Employees

	Name	SSN	Work Classification	Delete
	Test1 Employee	XXX-XX-1234	Fake Technical Job 1	
	Test2 Employee	XXX-XX-1235	Fake Technical Job 1	

# Required Documents

You must submit 2 documents. The business’s most recently filed EEO-1 & a compliance statement



## Equal Pay Act Registration

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Please upload both documents required by the act.

Choose File No file chosen

- ☐ EEO-1
- ☐ Compliance Statement

Upload

### Uploaded Documents

File Name	File Type	Date Uploaded
<a href="#">Fake Compliance Statement.csv</a>	Compliance Statement	2/4/2022
<a href="#">Fake EEO-1.csv</a>	EEO-1	2/4/2022

Return to Previous Step

Continue to Next Step

Contact Information

\*You must submit a document of each type to continue.



# Compliance Statement Template

Discuss compliance statement here.



# Review Page

## Application Review

### Business

Business:	That One Guy LLC
Last 4 of EIN:	XX-XXX6789
Address:	4510 castle pines springfield, IL 62711

### Employees

	Executive/Senior Level Official or Manager	First/Mid- Level Official or Manager	Professional	Technician	Sales Worker	Office or Clerical Worker	Craft Worker (Skilled)	Operative (Semi- Skilled)	Laborer (Unskilled)	Service Worker
DeWitt	0	0	0	2	0	0	0	0	0	0

For more detailed information, please return to the employee screen

### Files

File Name	File Type	Date Uploaded
Fake Compliance Statement.csv	Compliance Statement	2/4/2022
Fake Compliance Statement.csv	EEO-1	2/4/2022

I hereby certify, that all information provided above is true and accurate.

☐ Do Agree To Certification\*

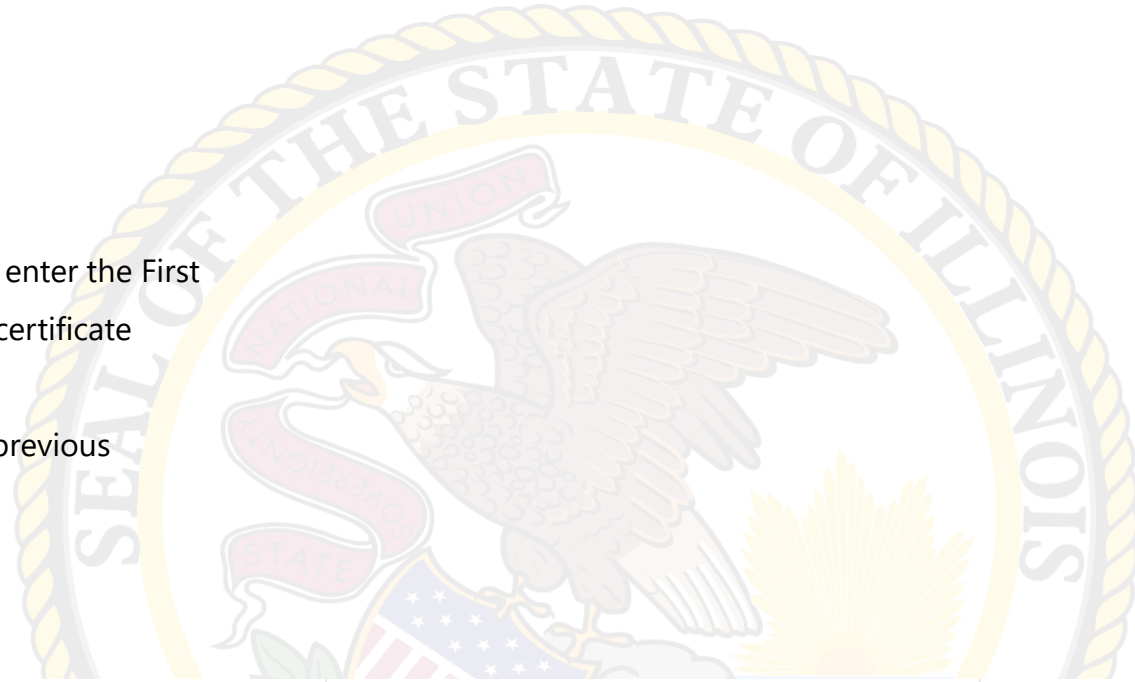
First and Last Name

# Review Page

Click on Do agree with certification and enter the First Name (Space) Last Name to certify the certificate

Click on previous button to go back to previous screens

Click on Finish & Pay to proceed



**I hereby certify, that all information provided above is true and accurate.**

☐ **Do Agree To Certification\***

First and Last Name

Return to Employee Page

Return to File Page





Finish & Pay

# Payment

Payment Information

Please select your Payment Method

☒ Credit Card



Name on Card

Card Number

Expiration Month

Expiration Year

Security Code

Card Postal Code

Amount Due

\$

150.00

Payment


\$

150

.

00

☐ eCheck



Next Step: Review Payment

Convenience and Security in every Transaction

Shopping Cart

Equal Pay Act Registration Certificate

\$150.00

Subtotal

\$150.00

Projected Card Fee

\$3.38

Projected eCheck Fee

\$0.50

Cancel Transaction



# Payment


## Make A Payment - Review Payment - Illinois: Labor

 Cart Information

 Payment Information

### Review Payment

Item	Amount
Equal Pay Act Registration Certificate	\$150.00
Transaction Fee:	\$3.38
Total Amount Due:	\$153.38
400010 ***** 2224 expires 02/2022  	(\$153.38)
Total Payment Method:	(\$153.38)

 A Transaction Fee has been included in the total amount paid for this transaction.

 Back to Payment Method

 Make Payment

### Shopping Cart

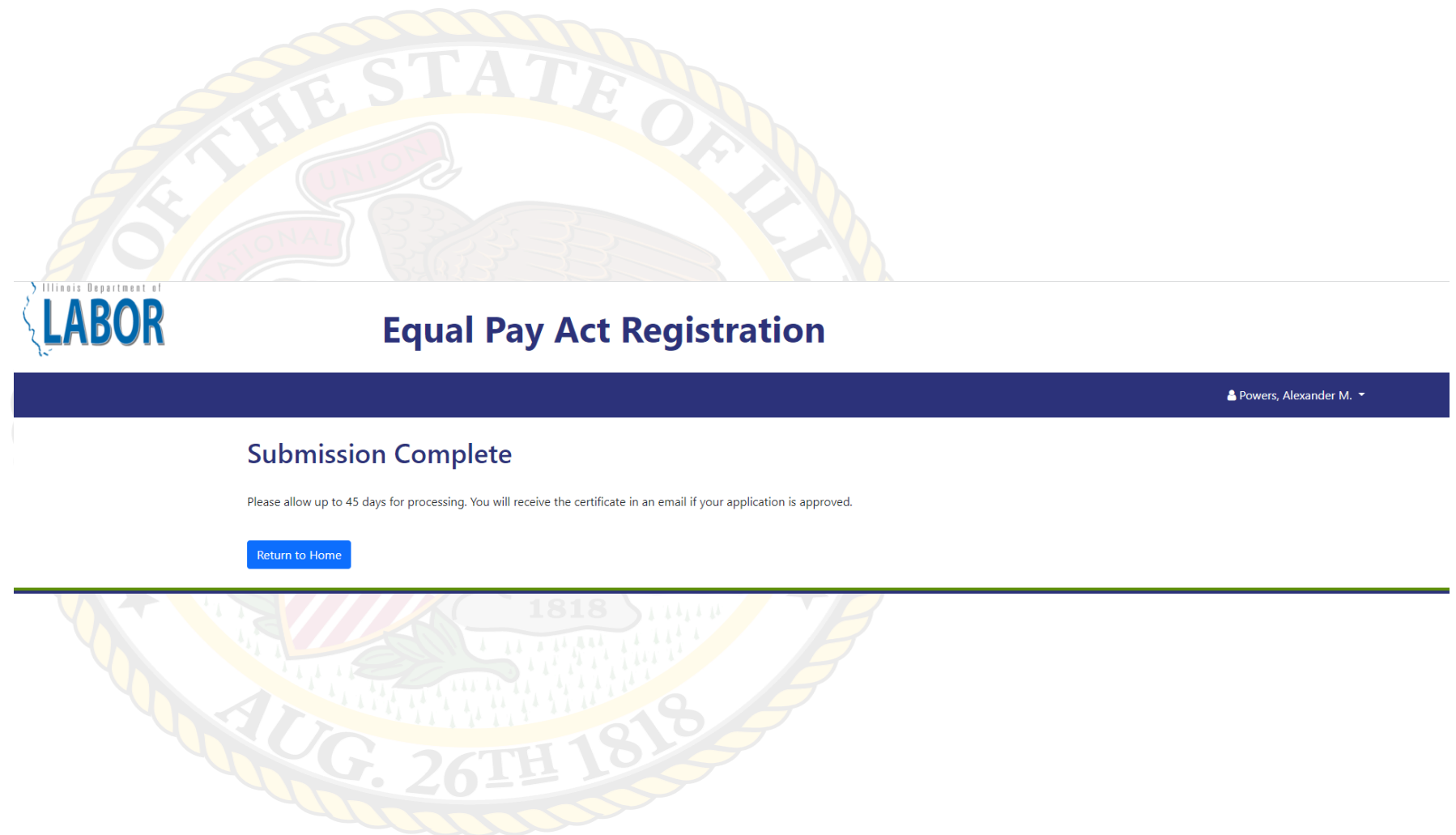
Equal Pay Act Registration Certificate	\$150.00
Subtotal	\$150.00

 Cancel Transaction

Convenience and Security in every Transaction

# Confirmation Page

An email will be sent with the same information to the user that submitted the application and the user that first registered the business (if they are different users)



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